



HUMAN RESOURCES ANALYST I/II

We are looking for a dynamic Analyst to contribute to the success of the Human Resources team!



This position will remain open until filled. The first review of applications will be Noon on December 10, 2015. Interested candidates are encouraged to apply early.

[Fremont Today!](#)

Why Join the Fremont Human Resources Team ?

The City of Fremont recognizes that our employees are our biggest asset. We work collaboratively to solve problems and find solutions. If you are a creative team player with a strong interest in Recruiting, Compensation, Labor Relations, and Employee Benefits then this is the job for you!

Human Resources Analysts serve as members of the HR Department's management team and will perform a wide range of complex Human Resources functions working across disciplines to solve problems and serve the City.



This position may be filled at either the Analyst I or Analyst II level based on the candidate's experience. Ideally, based on the candidates experience, this position will be filled at the Analyst II level.

We're Looking for someone who is:

- ◆ An organized overachiever. You will need to work in a fast-paced environment with competing requirements and deadlines.
- ◆ Analytical and data driven. You will understand and have the ability to research, analyze and present data on a variety of topics using a variety of sources.
- ◆ Creative! You will work to resolve customer challenges with a "Can Do" perspective!
- ◆ An experienced HR professional. You will have demonstrated work experience in more than one HR discipline and have completed recruitments for all levels in an organization.
- ◆ A polished professional. You will represent the City at a variety of venues including recruiting events, meetings with bargaining units, employee meetings and off site training sessions.

What you will do all day:

- ◆ Complete full scale recruitments.
- ◆ Perform complex classification and compensation studies.
- ◆ Research and analyze emerging trends in Human Resources and develop recommendations.
- ◆ Support Labor Relations and Benefits efforts by researching, gathering, analyzing and summarizing data.
- ◆ Improve Human Resources efficiencies by implementing industry best practices.

Tools used in Human Resources:

- ◆ Neogov
- ◆ Oracle - People Soft
- ◆ Microsoft Excel, Word and PowerPoint
- ◆ Microsoft Outlook

A few reasons you might love this job:

- ◆ You will have a direct impact on the community we serve.
- ◆ You will directly contribute to the success of the Human Resources team.
- ◆ You will be challenged at work every day.
- ◆ The work environment is amazing. You will work with people who are highly trained, energetic and driven.
- ◆ The state of the City of Fremont is strong. We enjoy a collaborative working relationship with all nine bargaining units and a balanced fiscal year budget.
- ◆ You will be recognized for the work you complete.
- ◆ You will have daily interactions with your customers.

A few challenges you might face in this job:

- ◆ You will work on multiple assignments at once with competing deadlines.
- ◆ You will periodically be required to work on recruitment activities after 5:00 p.m. and/or on the weekend.

The ideal Candidate for this job will typically have:

- ◆ A Bachelor's degree in Human Resources, Public Administration, or a closely related field.
- ◆ A minimum of two years of experience performing Human Resources work .
- ◆ A valid California Driver's License.
- ◆ A Compensation certificate from World at Work , IPMA or the equivalent is highly desirable.

How do I apply: Apply online 24 hours a day through our online application system [Fremont Jobs](#)

You must submit a completed application, cover letter and resume to be considered for this position. Incomplete applications will not be considered.

Reasonable Accommodation:

The City of Fremont is an Equal Opportunity Employer. Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Selection Process:

The process may include a panel interview, in basket exercise and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

15HR04





Tentative Recruitment Schedule

Open Date: November 24, 2015

First Review of Applications Date: Noon on December 10, 2015

Oral Panel Interviews: Week of December 17th, 2015

Compensation and Benefits:

The annual salary is \$65,714.72 - 87,022.18 HR Analyst I and 80,347.98 - \$108,467.78 HR Analyst II. Salary assignment will be based on qualifications.

Current benefit features include:

CalPERS Retirement Benefit*

- ♦ Classic Employees* - 2.0% @ 60 benefit, 3 year final average compensation.
- ♦ New Employees *- 2.0% @ 62 benefit, 3 year final average compensation.
- ♦ Required PERS contributions vary by plan. All required contributions are tax deferred.
- ♦ Cafeteria Benefits Plan for employees/dependents includes \$1,830 monthly to purchase medical, dental and vision plans. Child care and medical expenses can be paid for with pre-tax dollars.
- ♦ A generous leave plan including Management Leave.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is an Unrepresented Management position with a 12 month probationary period.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

[Fremont Budget](#) , [Fremont Crime Statistics](#)



Human Resources Analyst I/II - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for this position and is an integral part of the examination process.

Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have working in a Public Sector Environment?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher
4. In 500 words or less describe the last innovative recruiting technique you implemented:
5. In 500 words or less describe the last complex compensation study you completed: